

~~EXCERPTS FROM 1945 ANNUAL REPORTS - WORK SIMPLIFICATION IN THE HOME~~

ARIZONA

Work Simplification the Coordinating Theme for Program

Home demonstration leader. - In December a 3-day school on work simplification was held at Mesa for home demonstration agents. Under the leadership of the clothing specialist the principles of work simplification as applied to home tasks were studied. In such tasks as mending, dishwashing, and ironing a shirt, time and motion studies were made. Then the principles were applied resulting in an improved method for doing the job. The agent went home prepared to apply these principles to her own work and to teach the homemaker to analyze and improve her own methods of work. Throughout the State, work simplification became the coordinating theme for the year's program. In Pima County it was entitled "Efficiency in the Home"; Apache County reported "Kitchen conferences and clothing storage were all directed toward work simplification, and therefore, toward helping homemakers reduce their expenditure of time and energy." The principles were applied to the organization of the pressure cooker clinics.

CALIFORNIA

Result Demonstration: Program varied in Counties

Home demonstration leader. - Work simplification continues to be of interest. In Colusa County a result demonstration was started in 1944. Five women analyzed their time and energy problems and reported their solutions. These reports were made the basis of discussion in other counties. The women asked for help in saving time and energy in housework that they might have more time to devote to war activities.

In Solano, Sonoma, and Yolo Counties, studies were made on ironing a shirt, and recommendations made by the women on simplifying the process of saving both time and energy. In other counties, the work included discussions of saving motions, saving steps, the advantages of proper working heights, methods of housecleaning. In one county, Napa, the most disliked tasks were reported by the women and made the basis of discussion and recommendations. In Yuba County the discussion was centered upon a time plan, based on (1) the jobs to be done daily, (2) those to be done weekly, and (3) those to be done periodically. In Sutter County these principles were applied to housecleaning methods.

Assembled by Dorothy Simmons, Extension Specialist, Work Simplification
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A study of proper working heights was made with a group of home management project leaders in Alameda County. In Napa and Sutter Counties, working heights for various persons, and operations, were worked out and recorded for all who were interested. The lap table was made and displayed at all meetings.

KENTUCKY

Use of Comparative Demonstration

Home management specialist. - "Make your work easier" has been a very popular lesson. It was given as a major project in 14 counties. The "guides to make your work easier," adapted from those worked out by the Federal Committee on Work Simplification have formed the basis of this lesson. It has been developed in various ways. The comparative-demonstration method was used in counties where this teaching device had not been tried, and helped the women analyze their own methods. Two leaders were chosen from the group and given a few instructions. Then they proceeded to give a salad-making demonstration simultaneously. Mrs. Efficiency worked at a lap table, was seated on a comfortable chair and had all supplies and equipment arranged according to order of use, prepositioned for easy pick-up. Mrs. Inefficiency stood before a "messy" table and had to hunt for everything she needed.

With this introduction, the discussion to find out why one worker excelled began. Often, parts of the demonstration had to be reset. Different women got up to see if they could do a better job than Mrs. Inefficiency. All the women sat at the lap table to try it out.

In some counties, individual women gave demonstrations such as cutting biscuits, stacking and washing dishes, preparing sandwiches for lunch, dusting, and other routine tasks. First, the women proceeded as they would ordinarily, and then tried to correct the method, often with suggestions from the group. Each woman then selected a task that she would like to improve during the month, and reported and demonstrated improved methods at a later meeting.

As a rule, mature women have a hard time breaking old and established ways of working. The dramatic ways of presenting the easier methods of working have appealed to the women and made them aware of the need for changing. Some women have made very interesting time evaluation studies in conjunction with this lesson.

MICHIGAN

Discussion, "Make Motions Count"; Kitchen Cupboard Exhibit

Make motions count. - "Make motions count" was the title given the discussion on work simplification. The purpose was to stimulate thought among homemakers and to get them to question their present methods of doing each job. Many women are unwilling to try new methods. They use such excuses as "I like my way best," "I do it the way I've always done it," or "If I only had new equipment or cupboards."

Coffee making, preparing a vegetable, and ironing of flat pieces and a man's shirt were the jobs that were improved in this discussion. One woman performed the job as she would at home, while the others wrote down her steps, hand and body motions. Principles of work simplification were applied. Throughout the lesson stress was given to the fact that the only way to do any job in less time and with less energy was to reduce the number of motions required for the job. In every instance during the leaders' meeting at least 10 percent reduction of motions was made, and in many instances 30 to 50 percent reduction was possible.

This new approach to the study of the saving of time and energy seemed to produce better results than when former methods were used. Most of the women expressed their enjoyment of the meeting. One could overhear in their conversations such statements as: "I'm going home and do this," or "I'll try it this way." Since the emphasis throughout the meeting was on "Why?", "Is it necessary?" or "Can I do it in a simpler way?", rather than giving the women a set pattern, they went home willing to try new ideas. They are becoming motion-minded and want to make every motion count in order to be able to have more time to enjoy the family or to do some of the things they have seldom found time to do.

Kitchen cupboard exhibit in the rural progress caravan.— The home management specialists worked out the plans for a kitchen cupboard to be constructed for a part of the home management exhibit of the Rural Progress Caravan. This caravan is to tour the 50 southern counties of Michigan during the first 4 months of 1946.

MINNESOTA
Demonstrations at Camp Morris, Minnesota

Home management specialist. Three demonstrations were given to 180 homemakers attending the short course at Morris, Minn. The demonstrations were kitchen cupboards, short cuts through the use of films, and ironing a shirt. One of the homemakers volunteered to do the last demonstration. She was trained by the specialist in the morning for the demonstration in the afternoon. Her friends were convinced that it was a simple method if it could be learned so quickly. Plans of the cupboard, the bulletin or short cuts, and a leaflet on ironing the shirt were given to those present.

NEW HAMPSHIRE
Minute Spotters

Home management specialist — The aim of this project was to conserve the time and energy of family members in the doing of routine tasks. The content of the meeting included a general discussion of what caused confusion in the day's work. It was narrowed down to the way in which one does each simple task. Why don't we get the task done? Are we procrastinators? What jobs seem hardest to do? Usually the ones we don't like.

This gave the opportunity to study a simple job that must be done. The group was divided into three sections, each with a common distasteful job to study. Each group had a captain.

One specific problem was considered — ways and means worked out by each group to make the task smoother. After a given period the groups reassembled, and the captain reported what had been considered and recommended by the group.

A practical demonstration of routing a job to completion was given, such as dishes, ironing a man's shirt, or some other everyday task.

NEW JERSEY
10-Hour JMT for Homemakers

Home management specialist. Job methods training course for homemakers, started in the spring of 1944 in Gloucester County, was the beginning of a new project for New Jersey homemakers which has made satisfactory progress in 1945.

Twenty-five 10-hour courses have been given in nine counties. The home agents conducted 15 courses and the specialist 10. The agents have requested an attendance of 12 to 15 women for each course, but the actual enrollment was 9.8 per course.

Types of jobs selected were governed somewhat by the 20-minute limit required for the class demonstration. To some extent, the demonstration given by the trainer influenced jobs selected for analysis.

Detailed break-downs were made of 173 jobs and a proposed method worked out for each one.

<u>Jobs selected</u>	<u>Number analyzed</u>
Morning schedules	20
Meal preparation	21
Laundry	15
Storage	17
Dishwashing	15
Baking	15
Cleaning	12
Farm work	9
Setting table	9
Bed making	6
Mending or sewing	8
Care of children	5
Canning	5
Office routine	4
Ironing	4
Day's schedule	2
Personal care	3
Care of animals	2
Care of plants	1

The average time saved was 41 percent, and the average number of steps saved was 56 percent. The greatest saving in both time and energy was reported in bed making, with laundry a close second. Substantial savings in steps used in baking, weekly cleaning, and dishwashing were reported. Time and mileage were reduced in meal preparation and table setting, usually because kitchen storage spaces were rearranged more conveniently.

There has been no way to measure the improvements made in nervous tension, confused working procedures, or accident prevention. The enrollees have reported in many cases that one or all of these three factors have been improved when fatigue has been reduced and better work habits used.

NEW YORK
Leader Training Schools

Home management specialist.— Homemakers continued to find useful the application of work simplification principles to eliminate from homemaking tasks drudgery and unnecessary use of energy. This need was met by means of training meetings on making ironing easier; on making washday easier; on the effective use of tools; equipment, and time in preparing food. Many other tasks, such as sewing, mending, cleaning, packing lunches, preparing fruits and vegetables for canning and freezing, were discussed with homemakers during conferences and home visits.

The scarcity of lumber and other materials, as well as the services of carpenters, continued to handicap families who wanted to improve their work and storage spaces and areas. Many women wanted to make improvements themselves, using materials still available to them in the stores or at home. Therefore, at training meetings leaders were trained to use simple tools and scrap lumber and crates to make such devices as spice racks, dishpan racks, plate racks, knife holders, step shelves, vertical files, drawer dividers and slip trays, shoe racks, sewing boxes and screens, recipe boxes that would increase the ease and satisfaction of using work and storage area. The skills developed in these meetings were applied later in making other more complex work-saving equipment that was called to the attention of agents and specialists during management conferences and home visits.

The same work simplification principles applied successfully to improve work and storage areas in homes were applied in community centers and kitchens. The specialists held three community kitchen conferences in two counties, attended by 31 women.

OKLAHOMA
Interest of Women Has Grown

Home management specialist.— Studies show that fatigue and effort are increased in household tasks by poor equipment, poor working arrangements, improperly adjusted working surfaces, and methods used by the homemaker.

These facts were not realized by the homemakers. When an effort was made to simplify the homemaking jobs, not too much interest was shown. By working persistently in demonstrations and talking better methods wherever possible, and in connection with every program possible, interest has grown steadily.

The home management specialist worked out process charts and improved methods of doing a number of jobs, including sprinkling clothes, defrosting a refrigerator, arranging for the laundry process, hanging clothes, cooking breakfast, making coffee, and dusting. These were demonstrated at leader-training meetings. Leaders were given an opportunity to participate in the demonstrations and became very much interested.

WASHINGTON
Utility Room Exhibit

Home management specialist. As a member of the State committee to prepare a traveling exhibit for a State-wide demonstration, the specialist helped to develop a broad program for the tour. She assisted with the booth "What Is an E economic Farm Unit?" in which a miniature farmstead (6 feet square) was featured.

The specialist planned, on a scientific motion-study basis, a utility room. This room was built in actual size. It featured a washing area, an ironing area, and a sewing area. It included such storage spaces as a soap and dry-cleaning cabinet above the laundry tubs, a sorting table, an electric clothes drier, a broom door cabinet, a wide adjustable ironing board, a cutting table (including a lapboard) and a sorting closet. The walls of the room were built of beaverboard, which could be knocked down into sections 4 by 8. Each cabinet was full size for a home and was designed to show adequate storage space and good relation of cabinets to the job which is to be done.

The public was permitted to walk through the room and open any or all of the doors and drawers to see how things operated.

Three local homemakers served at 2-hour periods, one at each unit, to demonstrate and tell the public the advantages of each area.

WISCONSIN
Labor Saving Caravan

Home demonstration leader. That slogan, "The Easy Way," was displayed over the homemaking section in the labor saving and safety caravan that toured 53 Wisconsin counties in February, March and April. It was the search for an easier way that brought 60,324 men and women to see the labor-saving conveniences and devices. Nearly all departments of the college of agriculture cooperated in setting up the exhibits.

The entire home economics extension staff helped to make the plans for the home part of the exhibit. Specialists prepared the directions and plans to be sent out upon request, advised on preparation of exhibits and gave final

approval to all exhibits before the caravan went on tour. Two of the assistant home demonstration leaders were in charge of the preparation of exhibits, and one or the other traveled with the exhibit and was in charge of the home economics section.

There were no speeches, but from time to time different university and county extension workers would take over the loud-speaker to call attention to parts of the exhibit and to demonstrate the use of various equipment and methods. The farm folks looked and asked questions and were often overheard saying, "Now why didn't I ever think of that? It's simple but it will certainly make my work easier. Why, that one idea makes today's trip worth while!"

Every item in the home part of the exhibit was designed to help women ease the job of preparing three meals a day, sewing and mending, caring for children, washing and ironing.

Local homemakers helped to explain exhibits and demonstrated making the quick over-all patch each day.

